



Development Services Department
 Building Division
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Checklist for the Permitting and Installation of Electric Vehicle Service Equipment (EVSE)

Please complete the following information related to permitting and installation of Electric Vehicle Service Equipment (EVSE) as a supplement to the application for a building permit. This checklist contains the technical aspects of EVSE installations and is intended to help expedite permitting and use for electric vehicle charging.

Upon this checklist being deemed complete, a permit shall be issued to the applicant. However, if it is determined that the installation might have a specific adverse impact on public health or safety, additional verification will be required before a permit can be issued.

This checklist substantially follows the *“Plug-In Electric Vehicle Infrastructure Permitting Checklist”* contained in the *Governor’s Office of Planning and Research “Zero Emission Vehicles in California: Community Readiness Guidebook”* and is purposed to augment the guidebook’s checklist.

Job Address _____

Use of Building or Area

- Single Family Multi-Family (Apartment) Multi-Family (Condominium)
- Commercial (Single Business) Commercial (Multi-Businesses)
- Mixed-Use Public Right-of-Way

Location and Quantity of EVSE to be Installed

Garage _____ Parking Levels _____ Parking Lot _____ Street Curb _____

Description of Work _____

Applicant Information

Name _____ Phone Number _____

Email Address _____

Contractor Information

Name _____ Phone Number _____

Email Address _____

License Number _____ Classification _____

Owner Information

Name _____ Phone Number _____

Email Address _____

EVSE Specifications

EVSE Charging Level: Level 1 (120V) Level 2 (240V) Level 3 (480V)

Maximum Rating (Nameplate) of EVSE = _____ kW

Voltage EVSE = _____ V Manufacturer of EVSE: _____

Mounting of EVSE: Wall Mount Pole Pedestal Mount Other _____

Electrical System Specifications

Voltage: 120/240V, 1φ, 3W 120/208V, 3φ, 4W 120/240V, 3φ, 4W
 277/480V, 3φ, 4W Other _____

Rating of Existing Main Electrical Service Equipment = _____ Amperes

Rating of Panel Supplying EVSE (if not directly from Main Service) = _____ Amps

Rating of Circuit for EVSE: _____ Amps / _____ Poles

AIC Rating of EVSE Circuit Breaker (if not Single Family, 400A) = _____ A.I.C.

(or verify with Inspector in field)

Electrical System Load Calculation

Specify Either Connected, Calculated or Documented Demand Load of Existing Panel:

- Connected Load of Existing Panel Supplying EVSE = _____ Amps
- Calculated Load of Existing Panel Supplying EVSE = _____ Amps
- Demand Load of Existing Panel or Service Supplying EVSE = _____ Amps
(Provide Demand Load Reading from Electric Utility)

Total Load (Existing plus EVSE Load) = _____ Amps

For Single Family Dwellings, if Existing Load is not known by any of the above methods, then the Calculated Load may be estimated using the "Single-Family Residential Permitting Application Example" in the Governor's Office of Planning and Research "Zero Emission Vehicles in California: Community Readiness Guidebook"

<http://www.opr.ca.gov>

EVSE Electrical Supply Conductor Sizing Calculation

EVSE Rating _____ Amps x 1.25 = _____ Amps = Minimum Ampacity
of EVSE Conductor = # _____ AWG

For Single-Family: Size of Existing Service Conductors = # _____ AWG or kcmil

OR

Size of Existing Feeder Conductor Supplying EVSE Panel = # _____ AWG or kcmil

OR

(Verify with Inspector in field)

EVSE Location and Metering

Proposed EVSE location may not be located over any underground utility facilities, equipment, and/or infrastructure. Also, a dedicated meter may be required on any EVSE.

I hereby acknowledge that the information presented is a true and correct representation of existing conditions at the job site and that any causes for concern as to life-safety verifications may require further substantiation of information. I also acknowledge that nothing herein shall modify or remove my obligation as a permit applicant, owner, or operator of an electric vehicle charging station to comply with any electric utility's reasonable and feasible safety, reliability, and engineering interconnection policies.

**I will ensure that a copy of the equipment specifications and installation guide will be available to the inspector at time of inspection.

Signature of Permit Applicant: _____ Date: _____